



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 13, 2014

Sarah Phipps
6700 Tennessee Ave. SW.
Cedar Rapids, IA 52404

Dear Sarah,

This letter is in regards to the October 13, 2014 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

☐ 110.5(1) e Electrical wiring shall maintained.

☐ 110.5(1) e All accessible electrical outlets are safely capped.

Electrical outlets in the basement day care room and the living room area are not safely capped. Provider put safety caps in the outlets once this was brought to her attention.

☐ 110.5(1) g Safety barriers are at stairways and doors as needed.

Childcare was being provided in the basement and there was not a safety barrier at the stairway when we arrived. When this was brought to the provider's attention she placed the gate up right away.

☐ 110.5(1) k Fire and tornado drills are practiced monthly and documentation kept.

Provider stated she does these drills monthly. I did not review the documentation of the dates these were done.

☐ 110.5(1) m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

The fire extinguisher in the basement was in a room with the door closed. This is not a visible and readily accessible place.

☐ 110.5(1) n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Smoke detector mounts in the basement and in the living room on the main floor did not have smoke detectors in them.

☐ 110.5(1) n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Provider stated she tested smoke detector batteries monthly. I do not review the documentation of the dates this was done.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

File information for L and Ad was more than a year old.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration.

Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates.

Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

**Please sign and date below, and return this form in the provided envelope by:
November 27, 2014**

X _____
Signature Date

Please do not hesitate to contact me at DHS at 892 – 6803 if you have any questions regarding this letter.

Sincerely,

Social Worker II

Social Work Supervisor

Always Remember:

Child Care Resource and Referral Is an Excellent Resource for Providers to Access Training Options and Support in Your Area. You Can Reach Child Care Resource and Referral at 855/244 – 5301.

You can access the approved training by going to

http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).